

# RESEARCH DEGREE WRITING-UP AND ASSESSMENT FEES

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## Summary

In addition to standard tuition fees, there are three types of fees specific to students enrolled on doctoral research degrees (excluding PhD by publication candidates), each of which may take effect towards and around the end of the student's (your) period of registration:

**Writing-up fee**, available only to doctoral research degree students in the last stages of completing their theses for final examination submission, in lieu of the standard tuition fee;

**Major amendments fee**, applicable to all doctoral research degree students who are required to make major amendments to their theses following a final examination; and

**Resubmission fee**, applicable to all doctoral research degree students who are required to revise their thesis for resubmission and re-examination following a final examination.

These fees, and the standard tuition fees, fall within the scope of the University's standard [Tuition Fee Regulations](#).

## Writing-up fee

A writing-up fee is a reduced fee designed to reflect the reduction in resources required by a student during the late stages of the PhD or professional doctorate prior to submission for final viva.

The writing-up fee is a fixed amount and will be in place for one year.

A move to the writing-up fee may be possible provided:

You have completed the 'expected period' of registration (after any interruption of studies) when the fee comes into effect:

36 months of full-time study; or

54 months of part-time study; and

You have completed the data collection period of the research; and

Your thesis is at an advanced stage; and

You no longer require substantial supervision; and

You have not yet submitted for final viva; and

If you have transferred from another university during your doctorate, you have been registered on the PhD at EHU for at least one semester and have completed the expected period of registration, stated above, across the two institutions. Please ask the Graduate School if you are unsure.

Once moved to the writing-up fee you will not be eligible to apply for PGR Bursary funds.

The writing-up fee is not a means by which fees already incurred may be written off.

The process outlined here applies to all doctoral research degree students who satisfy the criteria above; although there are additional restrictions on students from outside the EU (see *International students*).

### **GTAs and DTs**

If you are **contractually** classified as a Graduate Teaching Assistant (GTA) or Doctoral Tutor (DT) (collectively referred to as GTA from this point on) whose studentship expires at the end of the expected period of registration, the writing-up fee comes into effect automatically at the start of the term following the end of your GTA contract, provided:

The studentship has ended; and

All other standard eligibility criteria are met; and

Your Director of Studies has confirmed in writing to the Graduate School that you will meet the eligibility criteria at the time you intend to move to the fee.

The process outlined here applies to all GTAs who satisfy the criteria above; although there are additional restrictions on students from outside the EU (see *International students*).

If you are a GTA who does not meet the eligibility criteria at the end of your contract (or if your Director of Studies has not confirmed your eligibility in time), you will automatically move to the **standard** tuition fee applicable to your mode of study after your GTA contract expires.

Should you later become eligible, you will **not** automatically move to the writing-up fee at the next invoicing point but you may apply to do so (see *Timescales*).

## How to apply

All non-GTA PhD students (including those with external funding who are **not contractually** classified as a GTA or DT) must submit a completed [Writing-up fee application form](#) (RO-GRA-04F) to the Graduate School.

The Graduate School must be satisfied that you meet all of the eligibility criteria so applying too far in advance of the intended move to the writing-up fee could be detrimental to your application.

## Timescales

Once a move to the writing up fee has been approved, it comes into effect at the start of the following term; it cannot be brought forward, backdated, or deferred to a later date.

As per the Tuition Fee Regulations, you will be charged the standard tuition fee applicable until the date on which the approved writing-up fee begins. The standard tuition fee may be pro-rated depending on the date of your successful application (see Table 1).

Given these timings, you are encouraged to discuss your intention to move to the writing-up fee with your supervisory team four to six months before the end of your expected period of registration. This provides time for you to apply by the deadline.

**Table 1: Pro-rated tuition fees payable based on writing-up fee application date**

Writing-up fee application submitted	Approved writing-up fee begins:	Proportion of current year's tuition fee incurred
02 Feb - 01 Jul	Term 1 of next academic year	All. Writing-up fee only in next academic year
02 Jul - 01 Oct	Term 2	1/3
02 Oct - 01 Feb	Term 3	2/3

Table 1 assumes you first enrolled for your doctoral research degree in September (until 2017/18) or October (from 2018/19) and are invoiced accordingly. Please contact the Academic Registry Fees Team if you have any questions about your tuition fee liability.

## Fee payable

The writing-up fee is £350.

The fee is fixed for one year, regardless of your mode of study and visa status.

The writing-up fee cannot be pro-rated regardless of whether you submit your thesis or leave the University at any point during the twelve-month duration of the fee.

Please contact the Academic Registry Fees Team if you have any questions about your liability for tuition fees or the writing-up fee in relation to your date of final viva submission or withdrawal from your research degree.

You cannot apply for a second year of writing-up fees. Please therefore note:

If you are a full-time student who started your doctoral degree before the academic year 2016/17, and you do not submit your thesis by the end of the writing-up fee period, several months of your maximum registration period will remain, for which you will incur the standard tuition fee (pro-rated in accordance with the University's Tuition Fee Regulations).

If you are a full-time student who started your doctoral degree in or after 2016/17 you will have reached or exceeded your maximum period of registration by the time the writing-up fee expires so, if you have not submitted your thesis by that point, you will no longer be registered for the research degree and cannot be examined.

If you are a part-time student who has not submitted your thesis by the end of the writing-up fee period, several months of your maximum registration period will remain, for which you will incur the standard tuition fee (pro-rated in accordance with the University's Tuition Fee Regulations).

If you wish to pay the writing-up fee in instalments, you should contact the Academic Registry Fees Team to make arrangements.

### **Interruption of studies**

If you move to the writing-up fee and subsequently interrupt during the twelve month writing-up period, the fee will be suspended for the period of interruption, and automatically continue on the approved date of return from interruption.

### **Assessment fees**

If you are enrolled on PhD or professional doctorate, you will not incur further standard tuition fees during the period between final viva submission and the viva outcome (subject to standard tuition fee invoicing cycles as per the University's Tuition Fee Regulations).

If you enrolled on MRes in or after September 2017, you will not incur further tuition fees or assessment fees following your initial final viva submission.

For PhD or professional doctorate students, depending on the recommendation of the viva panel, an assessment fee may be payable:

**Award/minor amendments/malpractice referral:** no further fee payable.

If a malpractice panel judges an accusation to be unfounded, subsequent assessment of the thesis *could* lead to either a major amendments or resubmission fee.

**Major amendments:** a major amendments fee of £200 is payable following the final viva.

**Revision and resubmission for re-examination:** a resubmission fee of £350 is payable following the initial final viva.

### **International students**

The eligibility criteria and processes for the writing-up fee and assessment fees remain the same as for other students with the following exceptions.

If you are a Tier 4 student, you are eligible for the writing-up fee or for assessment fees but UK immigration rules do not allow you to carry out the work under those fees while resident in the UK under the sponsorship of the University.

The writing-up, major amendments or revision for resubmission period must be completed outside the UK. You can re-enter the UK on a short-term study visa (e.g. to attend the viva).

Questions on this should be directed to the International Office.

### **Complaints and fee waivers**

Complaints in relation to the process of applying for, and approval of, writing-up or assessment fees should be addressed to the Director of the Graduate School.

Complaints in relation to an invoice you receive for fees of any kind should be directed to the Academic Registry Fees Team.

Neither the Graduate School, nor the Graduate School Board of Studies has the authority to waive tuition fees, writing-up fees or assessment fees. You or your department should submit such requests to Directorate using a form provided by Academic Registry. The Graduate School cannot request a fee waiver on your behalf.

If you remain dissatisfied, please refer to the University's Complaints Procedure at [edgehill.ac.uk/studentservices/customer-service-excellence/complaints](http://edgehill.ac.uk/studentservices/customer-service-excellence/complaints).